Bringing People and Jobs Together.sm

Mike Beebe Governor Kenneth B. Ferguson
Executive Director

June 16, 2008

Dear Prospective Exhibitor:

The Arkansas Workforce Investment Board is pleased to offer exhibitor opportunities at the 2008 Arkansas Workforce Conference, "Charting the Course: Navigating Education, Employment, and Economic Development." The conference will bring together more than 300 workforce professionals from across the state to the Doubletree Hotel and Robinson Center Music Hall in Little Rock, Arkansas from October 29-30, 2008. This conference will provide a unique opportunity to showcase your organization's products and services to all levels of workforce professionals.

Exhibits and Sponsorships:

Exhibitor booths are available at a cost of \$150 per booth. The exhibit fee includes one full conference registration with a six-foot draped table and two chairs. The name of each additional representative should be added to the attached exhibitor agreement. Representatives are allowed to attend all of the functions at the conference.

Exhibits will be located in Salon D of the Doubletree Hotel. All exhibits must be set up on Wednesday, October 29, 2008, between 3:00 p.m. and 4:00 p.m. Exhibits will close Thursday, October 30, 2008, at 2:00 p.m. See Exhibit Schedule below:

EXHIBIT SCHEDULE

Wednesday, October 29	
Booth Set-up	3:00pm - 4:00pm
Wednesday, October 29	
Exhibit hours	4:30am - 8:30pm
Thursday, October 30	
Exhibit hours	8:30am - 1:30pm
Move-out	2:00pm - 4:00pm

Booths will be assigned on a first-come, first-serve basis. Only a limited number of spaces are available, so please reserve your booth space as soon as possible. Please fax in your exhibitor contract to out office by September 1, 2008. Make checks payable to the **Arkansas Association of Development Organizations**. You may mail your exhibitor fee to the address below:

Arkansas Workforce Investment Board Attn: DeJuana Lindsey P.O. Box 2981 Little Rock, Arkansas 72203

Shipping Information:

If you need to ship any materials to the conference, please be sure that the label of all incoming packages includes the identifier, "ARKANSAS WORKFORCE CONFERENCE EXHIBITOR," your company name, and name of person who will claim the package. You may ship to the address below:

Doubletree Hotel

424 W Markham Street Little Rock, AR 72201

Please make note that deliveries will not be accepted before Tuesday, October 28, 2008. Exhibitors must make arrangements for outbound shipping. On-site storage will not be available after the event

Additional Opportunities:

Although booths will generally be assigned on a first-come, first-serve basis, companies that sponsor an event will be given first choice of booths. Sponsoring an event presents another opportunity to convey your message to attendees. Companies that want to receive special recognition for their level of participation in the conference should fill out the Sponsorship Form and return it by August 1, 2008. **Sponsors of conference events will be recognized with signage at each event and also in the conference manuals.**

Enclosed you will find the Sponsorship Form, Exhibitor Contract, and a diagram of the Doubletree Hotel Salon D, indicating locations of available booth space. Please complete the Exhibitor Contract and Sponsorship Form, if applicable, and return to the address indicated on the contract. Forms may be faxed to 501.683.5858, Attn: DeJuana Lindsey.

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If you are requesting extra services such as electricity, TV monitors, or audio-visual equipment, please contact DeJuana Lindsey by phone (501.683.5347) or email (<u>DeJuana.Lindsey@arkansas.gov</u>).

We hope you will take advantage of the exciting opportunity. Please feel free to contact me if you have any questions or require assistance. We hope to see you on October 29th!

Cordially,

DeJuana Lindsey Conference Coordinator

/djl Attachments